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TO : Chief, Basic School

DATE: 4 April 1956

FROM : Chief, Administrative Training

SUBJECT: Weekly Report, 27 March - 3 April

25X1 1. The finance handbook was returned to this office with two and a quarter pages of comments by the General Counsel's Office. Mr. Lansdale, author of the memo, was contacted and each point covered, changes made or reasons given where changes were not possible. The book was then returned to [] so that formal approval could be obtained from the General Counsel.

25X1 2. [] SSA/DDS, has contacted this office again on the cable instruction the DDS wants provided for his offices. His suggestion was to conduct the instruction in groups, taking Logistics in one, Medical in another, etc. so that message writing could be tailored to subjects of interest to each of the offices.

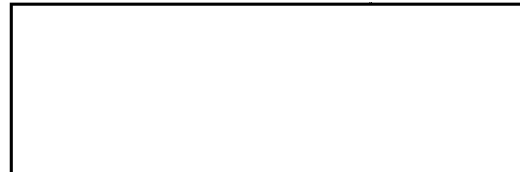
25X1 3. [] discussed the agent contract used in Operations Support with [] Chief, Contract Personnel Division and [] of that office. Suggestions were made for bringing the contract up to date with current Agency practices. These changes have been incorporated into the contract.

4. The new OTR training film has been shown the Operations Support students during this past week. On the whole, it was quite effective and future use should improve its application to our course.

5. The surveillance problem was conducted on Tuesday morning (3 April) according to schedule.

25X1 6. [] is in Florida this week on vacation.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 29 March 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #13
22 March - 28 March 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Orientation and Briefing

(1) The sixth Departmental Briefing was held on 27 March with 51 people in attendance.

(2) All arrangements have been made for the next Dependents' Briefing, during which Mr. Thomas Karamasines will present the "Bon Voyage" message.

(3) [] Chief, P&PC/DDP, spoke to the Chief, OB, about the recommendation of the Inspector General for the centralization of Agency briefing functions. [] is preparing a formal reply from DD/P on the subject.

b. Clerical Training

(1) During the week of 20 March there were 34 people in Clerical Induction Training and 19 people in Clerical Orientation.

(2) Seventeen professional personnel from FDD/OO completed the seven-week typewriting course offered at [] Building.

c. Basic Orientation

(1) Basic Orientation #27 was completed on Friday, 23 March. The composition of the class was, perhaps, indicative of a new trend in student enrollment. Approximately 50% of the class had had considerable experience in the Agency (three years or more) before taking the course. In the past, a somewhat higher percentage of the students have been relatively new to the Agency.

(2) [] spoke at the Foreign Service Institute on Monday, 26 March. His subject was "Communist Doctrine."

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JOB NO. BOX NO. FLD NO. DOC NO. // NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 22
NEXT REV DATE 9/12/56 REVIEWER TYPE DOC. 02
NO. PGS 2 CREATION DATE ORG COMP // OFFICE ORG CLASS S
REV CLASS C REV COORD. AUTH: HR 70-3

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d. Management Training

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(1) Basic Supervision #17 was completed on 23 March by 16 students, GS-12 to GS-14.

(2) Preliminary enrollment figures for the Basic Supervision course scheduled for GS-5 to GS-7, from 7 - 18 May, show that an extra presentation will be required. Since we are already committed to carrying two courses during one week in May, and a Management Conference for OSI has been scheduled for 21 - 25 May, it has been difficult to find the time and classroom space for an extra presentation. On an experimental basis, this extra course will be scheduled for one week, full time, 3 April - 4 May. Students will be called on to complete four to eight hours' reading before the course begins. Compressing this presentation into one week will enable us to try out a different scheduling pattern, as well as to meet a peak demand for the course.

(3) Basic Management #23, for GS-11 - GS-13, began Monday, 26 March. The 20 students are from the following components: DD/I - 6; DD/S - 8; DD/P - 5; and one from the Cable Secretariat.

e. Administrative Training

(1) Administrative Procedures #65 ended on Friday, 23 March. Operations Support #20 began Monday, 26 March.

25X1 (2) [] interviewed three recently
25X1 returned case officers in connection with the preparation of the []
[] These people were in agreement
that such a handbook would fill a need. Their suggestions are being
incorporated into a second draft which will be ready for routing within
the week.

25X1 (3) A memorandum to [] SSA/DDS, has been prepared, 25X1
25X1 enumerating the subjects presented on a tutorial basis by this staff to
[] This training was given at [] request 25X1
from 5 through 15 March.

25X1 (4) The [] Case was given the Operations Support students
on Monday, 26 March. It is anticipated that certain adjustments will
be necessary.

e. Personnel Notes

25X1 (1) [] Management Training secretary, is scheduled
25X1 to transfer to a position as secretary to the Chief, Basic School, about
1 June. The Office of Personnel, OTR, is working on finding a replacement
for [] but apparently will have difficulty in filling this
GS-6 position.

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